



Terms of Reference

Drop-In Centre/Volunteer Manager

Purpose of the Position

To recruit, train, mobilize and support Sons & Daughters volunteers, and manage the day-to-day running of the drop-in centre

Reporting Relationships

The Drop-In/Volunteer Manager will report to the CEO

Main Responsibilities

Initiate contact with churches/other potential volunteer pools to promote volunteering with S&D

- Organise/deliver volunteer info sessions once per quarter
- Be the first point of contact for new volunteers
- Build relationships with missionary organizations to recruit staff and volunteers

Empower front-line volunteers through:

- Training
 - Organize new volunteer training sessions 3 times per year
 - Organize ongoing top-up training for existing volunteers throughout the year
- Mobilization
 - Assign volunteers to teams based on skills/interest profiles
 - Ensure every volunteer is connected with the relevant team leader
- Support
 - Help volunteers understand the wider vision of S&D and see the impact of their contribution
 - Conduct periodic catch-ups with team leaders
 - Produce periodic volunteer-only emails with general updates
 - Organise bi-annual volunteer appreciation events
 - In-person supervision of all activities taking place in Promise House

Drop-In Centre management:

- Manage the Promise House activity schedule
- Manage volunteer rosters (e.g. baking, drop-in sessions) to ensure scheduled classes and drop-in sessions are sufficiently staffed
- Produce monthly report of Promise House activities
- Organise special events at Promise House for beneficiaries
- Liaise with Operations Manager to ensure smooth running and resourcing of all programs related to Promise House

Skills

Required

- Proficiency with Microsoft Office
- Fluent in spoken and written English
- Excellent communicator
- Organised
- Adept in conflict management
- Resourceful
- Able to demonstrate leadership and decision-making skills
- Minimum 3 years' work experience in related field (social work, NGO, anti-human trafficking, mental health)

Desirable

- Spoken and written Chinese/Thai/Spanish/Russian
- Comprehensive understanding of the commercial sex industry
- Experience in public speaking / adult education / training delivery
- Experience in staff management or HR background

Salary: \$25,000 p/month

How to Apply

To apply for this role, send an email to Janice@sonsanddaughters.org.hk with:

- your CV
- a covering letter, which includes answers to the following questions:
 - Why does this role appeal to you?
 - What you would bring to this role from your previous work and life experience
 - Your ability to facilitate a fulfilling and empowering experience for both volunteers and beneficiaries, whilst maintaining a positive and balanced environment in the drop-in centre will be critical. Describe a time when you successfully achieved this, outlining the strategies/methods used and the outcome.
 - Tell us about your spiritual journey and how you understand God's call on your life.

Applications close at 12pm on Friday 19th June 2020.